

CITY OF HOUSTON

Job Posting

Applications accepted from: ALL PERSONS INTERESTED

Job Classification MICROCOMPUTER ANALYST

Posting Number PN# 103431
Department MAYOR'S OFFICE
Division AFFIRMATIVE ACTION
Section S/MWBE

Reporting Location 611 Walker 20th Floor Workdays & Hours M - F, 8:00 a.m. - 5:00 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Monitors the division's computer and communications equipment; assists with installation, configuration, troubleshooting, reporting, user training and education. Assists users in micro-to-mainframe computer system linkage. Monitors and evaluates all computer networks, ensuring proper work integration and effectiveness. Uses computer software to develop, implement, and maintain the division's programs and databases. Coordinates and presents in-house classes on computers and software; provides department follow-up training as appropriate. Prepares and tracks microcomputer-related purchase requisitions. Handles special projects as assigned. Maintain and supports the division's local area network including installing hardware and software applications. Maintains the MWDBE directory and Texas Unified Certification Program's database.

WORKING CONDITIONS

This position occasionally requires stooping or bending. Occasional very light lifting, such as three or fours reams of papers or books, may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Computer Science, Management and Information Systems (MIS) or a closely-related field

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of professional experience in systems analysis, design, programming or a closely related field are required. Experience may substitute for education on a year-by-year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Preferences will be given to candidates with thorough knowledge of maintaining and supporting Windows 2000/XP and Microsoft Office applications. Experience managing small projects involved with the hardware and software implementation is a plus. Excellent verbal/written communication, problem-solving skills, interpersonal and customer service skills are required. Strong organizational and time management skills are necessary as well as ability to multitask to meet deadlines.

SELECTION/SKILLS TESTS REQUIRED None

SAFETY IMPACT POSITION X Yes o No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 20

\$1,151 - \$1,574 Biweekly \$29,926 - \$40,924 Annually

OPENING DATE March 9, 2005
CLOSING DATE Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. If assistance is needed, our TDD phone number is (713) 837-9496.

An equal opportunity employer